

## APPLICATION/APPROVAL PROCESSING PROCEDURES

1. Not sooner than 100 days prior to start of construction, but not later than 10 business days in advance of installation, Requestor submits to CNP a design package consisting of the following items:
  - Completed CNP Field Data Sheet For Attachments To CenterPoint Energy Poles (page 5 of 8 in Section 1 of CNP's Pole Attachment Guidelines and Procedures) specifying:
    - Proposed above-ground height of attachment for requestor's cable
    - Above-ground height of existing electrical facilities (*at pole and at mid-span*)
    - Number of existing communications cables
  - Route map(s) showing poles proposed for contact

CNP's Pole Attachment Request Form (page 4 of 8 in Section 1 of CNP's Pole Attachment Guidelines and Procedures) is provided for the Requestor's convenience.

Requestor's design must be in accordance with National Electrical Safety Code (NESC) requirements, CNP's Pole Attachment Guidelines and Procedures and all applicable local requirements and regulations.

2. Within 10 business days of receiving Requestor's design information, CNP will issue a Temporary Construction Permit (TCP – page 6 of 8 in Section 1 of CNP's Pole Attachment Guidelines and Procedures) to Requestor, accompanied by CNP's Permit/Notice Form For Aerial Construction (page 7 of 8 in this Section).

**NOTE 1: Pole rental charges begin immediately upon issuance of TCPs. Requestor's application should be submitted as close to time of actual construction as possible.**

**NOTE 2: CNP may exclude from the TCP any poles it reasonably believes do not comply with design standards, or that may otherwise be restricted for use by CNP due to maintenance, renovation, relocation or other CNP activities.**

3. Upon completion of construction, Requestor or its designated representative notifies CNP by completing Part 3 of the Permit/Notice Form For Aerial Cable Construction. This form may be faxed (713-207-4031) or e-mailed (fju.poles@centerpointenergy.com).
4. CNP or its designated 3<sup>rd</sup> party inspector will conduct post-installation inspections of Requestor's as-built construction. Requestor will be direct billed the cost of the inspection.

Inspections will occur automatically 90 days after issuance of TCPs unless Requestor applies for an extension of the TCP, or notifies CNP of cancellation of proposed construction.

5. Upon completion of the post-installation inspection, and verification that Requestor's attachments have been installed in compliance with design standards specified in Item No. 1 above, CNP will replace the TCP with a Pole Attachment License (PAL – page 8 of 8 in Section 1 of CNP's Pole Attachment Guidelines and Procedures).

**For service drops only**, installations will be allowed without prior approval providing the service drop is an extension of a previously-licensed cable installation, and is reported to CNP at the time of installation, unless otherwise agreed. The location of new service drop contacts must be reported on a copy of CNP's Pole Attachment License, and accompanied by a completed Field Data Sheet.

### GENERAL NOTES:

1. CNP will determine ownership of poles involved in requests, and will designate authorized CNP poles on TCP(s).
2. Installations cannot be made on CNP's poles where violations of the NESC currently exist unless new installations can be made to meet clearance requirements. CNP will endeavor to resolve clearance situations, but cannot guarantee resolution will accommodate Requestor's desired construction schedule.
3. Verbal attachment permission will not be given under any circumstances. In priority situations CNP may provide Requestor with **written** interim attachment permission by fax or e-mail.
4. Where Requestor's as-built construction does not comply with Requestor's previously submitted design standards, Requestor must resolve deficiencies or CNP may correct at Requestor's expense.
5. TCPs issued by CNP are valid for a period of 90 days and may be extended for an additional 90-day period in writing by CNP. Any construction not completed at the end of the 2nd 90-day period will require Requestor to reapply to CNP for use of the involved CNP poles.